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## Transition to Former President's Office - Contacts and Meeting Summary

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**Kaitlyn Schneider - QMDDD** <kaitlyn.schneider@gsa.gov>

Fri, Jun 11, 2021 at 6:03 AM

To: William Harrison (b) (6)

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Good morning Beau,

Attached is the document of everyone's email addresses as well as a quick summary of what we discussed yesterday.

Have a great day!

**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

**Meeting to Discuss Transition to Former President's Office.pdf**

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## Meeting to Discuss Transition to Former President's Office

Thursday, June 10, 2021 9:00 AM ET

### 1. Introductions

- Former President's Team
  - Anthony Marable - [anthony.marable@gsa.gov](mailto:anthony.marable@gsa.gov)
  - Georgia Davis-Leggett - [georgia.davis-leggett@gsa.gov](mailto:georgia.davis-leggett@gsa.gov)
  - Brenda Cadette - [brenda.cadette@gsa.gov](mailto:brenda.cadette@gsa.gov)
  - Lori Howard - [lori.howard@gsa.gov](mailto:lori.howard@gsa.gov)
    - Daily POC
- Payroll Team
  - John Geraghty - [john.geraghty@gsa.gov](mailto:john.geraghty@gsa.gov)
  - Bart Jestel - [bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)
- HR
  - Jearline Nicome - [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)
  - Bonnie Hochhalter - [bonnie.hochhalter@gsa.gov](mailto:bonnie.hochhalter@gsa.gov)
  - Lakita Rivero - [lakita.rivero@gsa.gov](mailto:lakita.rivero@gsa.gov)
  - Imari Ridley - [imari.ridley-daniels@gsa.gov](mailto:imari.ridley-daniels@gsa.gov)
  - Josette Colyne - [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)
  - Jamie Hamlin - [jamie.hamlin@gsa.gov](mailto:jamie.hamlin@gsa.gov)
    - Benefits

### 2. Onboarding

- All staff who are moving to the Former President's Office will be offboarded from their transition position and onboarded into the FP
- Required Forms - GSA will resend these forms. Once complete send to Jearline Nicome
  - Direct deposit form
  - IRS W4 - Federal Tax Form
  - State Tax Form
  - SF 1152 - Designation of Beneficiary (optional)
  - Employment Verification Form: I-9 and interview
- Preliminary list of names due June 17
- Final list of names due June 30
- All finalized forms due June 30

### 3. Offboarding

- Current transition staff who are not moving to the Former President's Office will be offboarded
- Each staff member will receive a separation package
- Please have staff reach out to Jamie Hamlin if they have any questions regarding benefits

#### 4. Payroll

- At the start of the Former President's Office payroll will be very similar to the biweekly memos sent during the transition period
- Once the Office is established and less staff turnover, payroll will switch to only updating GSA anytime someone:
  - Onboards
  - Offboards
  - Has a change in schedule (part time/full time)
- Payroll also handles - employer tax reporting, W2s, and any other tax forms